

Career Exploration Internship Program



PROGRAM TIMELINE

1. Application *(Spring)*

- ✓ Google Form application
- ✓ Teacher Recommendation Form

2. Individual Meetings *(Spring)*

- ✓ Informal interview to review application
- ✓ Discussion of potential career placements

3. Resume *(Spring)*

- ✓ Preparation of resume
- ✓ Resume review/edit process with Ms. Annitti

4. Interview *(June/August)*

- ✓ Preparation for interview (questions and mock interview with Ms. Annitti)
- ✓ Interview with mentor (accompanied by Ms. Annitti)

5. Intern Responsibilities *(September-June)*

- ✓ Daily contact with Ms. Annitti (*absences, schedule changes, issues, etc.*)
- ✓ Daily checking of email and Google Classroom
- ✓ Weekly time sheets
- ✓ Monthly Google Site posts
- ✓ Additional periodic assignments
- ✓ All duties related to on-site internship
- ✓ Midpoint evaluation meeting *(February)*
- ✓ Final speech at formal Recognition Ceremony in June
- ✓ Thank you notes (*post interview and at conclusion of internship*)